

START YOUR BUSINESS IN MARICOPA



Plan Ahead

The best way to avoid unforeseen costs and complications is to start early. Be sure to take the following actions at least 60 days prior to opening your business.

- ☐ **Register your trade name** with the Secretary of State. You can obtain this form online at <http://azsos.gov>.
- ☐ **Obtain a Transaction Privilege License** from the Arizona Department of Revenue. This must be done prior to applying for a business license
- ☐ **Obtain a Business License** with the City of Maricopa. The fee is \$50, unless your business is considered a special use (fees are available online). You can apply online at: www.maricopa-az.gov/web/finance-administrativeservice-home/business-licenses
- ☐ **A Permanent Sign Permit** is required for permanent business signage. Review standards prior to ordering your sign within the adopted Zoning Code, Article 409: <http://www.maricopa-az.gov/web/cityclerk-home/resource-center/category/6-city-code?download=37:chapter-16-zoning>. You can download an application for a **Permanent Sign Permit** here: <http://www.maricopa-az.gov/web/developmentservices/resource-center/category/164-application-permits?download=1393:sign-permit-application>. A **Temporary Sign Permit** can be found here: <http://www.maricopa-az.gov/web/developmentservices/resource-center/category/164-application-permits?download=1399:temporary-sign-permit-application>
- ☐ **Contact a City Planner** within the Development Services Department to verify that the proposed business is a permitted use and if any additional permit(s) is required prior to obtaining a business license.

Building Permits

A Building Permit is required for any construction work taking place within your business other than paint or floor covering.

- 1. Apply for a building permit** with the City of Maricopa. The permit fee is based on the square footage of your suite combined with the valuation or cost of the work you are doing. You can obtain a permit application online at:
- 2. Request inspections** Schedule an inspection as outlined under your Building Permit. To Schedule an inspection contact Development Services at (520) 316-6920
- 3. Upon final inspection approval** a clearance will be sent to your utility company. You must contact the utility company to request that service be turned on. Global Water: (520) 568-4452; ED3 (Electricity): (520) 424-9021; Southwest Gas: (800) 428-7324

Taxes in Maricopa

How To Obtain a Transaction Privilege (Sales) Tax License: The City of Maricopa participates as a *Program City* with the Arizona Department of Revenue (ADOR). Therefore you must apply for a license through ADOR

How To Pay Maricopa Tax: Report Maricopa tax on your State form TPT-1. A copy is available at <http://azdor.gov/forms/TPT.aspx>

For more information on taxes in the City of Maricopa, visit the City website at: <http://www.maricopa-az.gov/web/finance-administrativeservice-home/32-finance-administrative-services/114-taxes-in-maricopa>

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Common Mistakes

Avoid these common mistakes to ensure a smooth grand opening or ribbon cutting event.

- ☐ Not registering your business with the City of Maricopa.
- ☐ Not obtaining a transaction privilege license from the Arizona Department of Revenue.
- ☐ Making tenant improvements without a Tenant Improvement Permit.
- ☐ Displaying a banner without obtaining a permit.
- ☐ Having an A-frame sign that does not meet the City of Maricopa's requirements.

Event Checklist

Get the most from your grand opening or ribbon cutting event by following these steps...

- ☐ Select the date and time for the event. The best days are Tuesday, Wednesday or Thursday at noon or 5:00 p.m.
- ☐ Send invitations to your guests at least one week prior to the event. Contact the Economic Development Department for assistance in reaching out to the community.
- ☐ Consult the City of Maricopa sign code regarding allowable signage for your event.
- ☐ Send a press release to local media about your event. Contact the Economic Development Department for assistance.
- ☐ Contact the Economic Development Department to invite local elected officials and dignitaries.
- ☐ Make sure to have enough food and refreshments for your guests. Have door prizes and hold a drawing at your event.
- ☐ Have a guestbook for attendees to provide their contact information. Ensure attendees understand their information may be used for future marketing purposes.

Additional Tax Information

Arizona Department of Revenue - Main Office

1600 W. Monroe Street
Phoenix, AZ 85007
(602) 255-3381

Business Resources

City of Maricopa

Economic Development Department

39700 W. Civic Center Plaza
Maricopa, AZ 85138
(520) 316-6992

Maricopa Center for Entrepreneurship

20800 John Wayne Parkway, Suite 108
Maricopa, AZ 85138
(520) 510-5535
maricopainnovates.com

Maricopa Chamber of Commerce

44480 W. Honeycutt Rd., Suite 106
Maricopa, AZ 85138
(520) 568-9573
maricopachamber.com